



## Summer Food Service Program Calendar Template

The calendar is a versatile organizational tool that can be used to develop and promote planned activities in addition to requesting off-site activities for your Summer Food Service Program site. Off-site activities and field trips may be claimed for reimbursement if they are approved by the Office of Public Instruction, School Nutrition Programs.

The calendar may also be used to post menus or used as a planning tool for administrative requirements such as scheduled trainings for site personnel and reminders to complete monitoring visits (Pre-operational Visits, 1<sup>st</sup> Week Site Visit & 4<sup>th</sup> Week Site Review).

### Tips for Using the Calendar

- When using the calendar to promote organized activities at your site, you may brand the calendar with your school's logo or your program's graphics.
- If the calendar template is used to document off-site activities to report to the OPI, School Nutrition Programs, you will need to indicate the following details on the appropriate calendar date:
  1. the activity is "off-site" or a "field trip";
  2. the location of the off-site activity ;
  3. indicate the meal that is going to take place off-site (B=Breakfast, L=Lunch, S=Snack, D=Dinner);
  4. use a new calendar template for additional service sites and;
  5. include your contact information in the fax or e-mail.
- Off-site activity/Field Trip requests may be faxed to the OPI, School Nutrition Programs, at (406) 444-2955 or e-mail Alie Wolf at [aliew@mt.gov](mailto:aliew@mt.gov)



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